

15 September 1995

Aviation

ADMINISTRATIVE AVIATION SUPPORT

Summary. This regulation outlines policies and procedures for scheduling military aircraft in support of TRADOC.

Suggested improvements. The proponent of this regulation is the Chief of Staff. Send comments and

suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATCS-P, Fort Monroe, VA 23651-5000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Contents

Paragraph	Page	Paragraph	Page
Purpose	1	Appendixes	
References	2	A. Instructions for Preparing HQ TRADOC Form	
Explanation of abbreviations	3	36a (OSA Request-Shuttle/Rotary Wing)	5
Responsibilities	4	B. Instructions for Preparing HQ TRADOC Form	
Policy	5	36b(OSA Request-Special Mission)	7
Administrative instructions	6	Glossary	7

1. Purpose. To prescribe policies, procedures, and responsibilities for providing administrative fixed-wing flight support for HQ TRADOC, HQ Cadet Command, and HQ Fort Monroe by the Operational Support Airlift (OSA) Command, Fort Belvoir, VA.

2. References.

- a. Required publications are —
 - (1) OSA Guide.
 - (2) DOD 4515.13-R (Department of Defense Air Transportation Eligibility).
 - (3) AR 95-1 (Army Aviation: Flight Regulations).
 - (4) FM Reg 95-1 (Walker Army Helipad).
- b. Prescribed forms are —
 - (1) HQ TRADOC form 36a (OSA Request-Shuttle/Rotary Wing).
 - (2) HQ TRADOC Form36b (OSA Request-Special Mission).

3. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities.

- a. Validators, Protocol Office will —
 - (1) Process fixed-wing flight requests from designated staff flight schedulers for HQ TRADOC, HQ Cadet Command, and HQ Fort Monroe.
 - (2) Determine Priority Urgency Justification Category (PUJC) code for each flight request.
 - (3) Notify designated staff flight schedulers of flight confirmations, changes, or regrets.
 - (4) Schedule and coordinate rotary-wing missions with the Aviation Division, Fort Eustis.
 - (5) Provide fixed-wing shuttle service to and from the Washington, D.C., area.
 - (6) Designate a primary and an alternate courier for the pouch to transport priority documents to and from the TRADOC Liaison Office, Pentagon.

*This regulation supersedes TRADOC Memorandum 95-2, 23 December 1982.

(7) Grant clearances for helicopter operations at Walker Army Helipad and ensure appropriate support is provided for helicopter missions. Provide on a daily basis, support requirements to Military Police Activity, HQ Fort Monroe.

(8) Coordinate with MP Company or HHC, whichever appropriate, for noncommissioned officer (NCO) who will provide a guide to direct landings of helicopters transporting 3-star general officers and above. The guide will use proper attire and hand signals.

(9) Process requests for exception to policy.

(10) On the duty day prior to the scheduled flight, make final coordination with assigned detachment to verify mission and obtain tail numbers.

(11) Arrange for ground transportation support in the Washington, D.C. area, as appropriate.

b. Chiefs of General and Special Staff Offices, HQ TRADOC; Commander, Cadet Command; and Commander, Fort Monroe will —

(1) Appoint a responsible individual who will scrutinize requests for administrative flights for Appropriateness, propriety, and compliance with applicable Army regulations, DOD directives, and policies.

(2) Designate a primary and alternate staff flight scheduler. Furnish names of designated individuals and changes as they occur in writing to the Flight Section, Protocol Office. Staff flight schedulers will be the only point of contact (POC) between staff offices and the Flight Section, Protocol Office, for flight scheduling. General officer flight requests may be submitted by their personal staff.

c. Staff flight schedulers will —

(1) Process administrative flight requests. Report any changes or cancellations to the validators immediately.

(2) Submit for each flight request, a HQ TRADOC Form 36a or 36b, as appropriate. Submit shuttle requests via e-mail using HQ TRADOC Form 36a. Submit special mission requests via E-mail using HQ TRADOC Form 36b. All forms must be received by the Flight Section, Protocol Office, by 1600 the day prior to travel.

(3) Fully brief all personnel visiting the Washington, D.C., area on their flight and ground transportation arrangements. Upon arrival in the Washington, D.C., area, all personnel are required to contact the TRADOC Liaison Office, Pentagon to provide a POC and telephone number. When traveling aboard military aircraft, all personnel must contact the TRADOC Liaison Office at least 1 hour prior to designated pickup time to confirm ground transportation. Ensure all personnel are aware ground transportation in support of the shuttle mission will be provided from Davison Army Airfield (AAF), Fort Belvoir, to the Pentagon and return to Davison AAF. Travel in the Washington, D.C., area

will be via DOD bus or Metro service.

(4) Notify personnel concerned of flight changes and cancellations.

(5) Ensure civilian employees are traveling on orders issued by proper authority.

(6) Ensure all passengers check in at appropriate airfield not later than 30 minutes prior to scheduled take-off time.

(7) Inform courier and alternate courier of responsibilities for handling the TRADOC pouch.

d. Upon notification by Flight Section, Protocol Office of helicopter operations at Walker Army Helipad, the Military Police Activity will —

(1) Notify Fire Department to be on standby unless otherwise notified by the Flight Section, Protocol Office.

(2) Notify ambulance to be on standby unless otherwise notified by Flight Section, Protocol Office.

(3) Ensure a military police patrol is on site at Walker Army Helipad for arrival and departure of each helicopter granted clearance. The military police patrol will —

(a) Park in an inconspicuous area.

(b) Report arrival time, tail number, and number of occupants of inbound helicopter by radio to the Military Police Desk Sergeant. The Military Police Desk Sergeant will telephonically provide this information to the TRADOC Flight Coordinator at extension 3187.

(c) Monitor take-offs and landings at Walker Army Helipad and immediately notify the Military Police Desk Sergeant in the event of an emergency; e.g., Fire Department or ambulance.

(d) If emergency procedures are required, notify the TRADOC Flight Coordinator immediately following Fire Department and ambulance notification.

e. Chief, Aviation Division, Fort Eustis will —

(1) Designate a primary and an alternate flight scheduler. Furnish names of designated individuals and changes as they occur in writing to the TRADOC Flight Coordinator. Designated flight schedulers will be the only POCs between the Fort Eustis staff offices and Flight Section, Protocol Office.

(2) Provide one helicopter to HQ TRADOC daily, when required, and accommodate additional requests when possible.

(3) On duty day prior to the scheduled flights, make final coordination with the TRADOC Flight Coordinator to verify mission and obtain aircraft tail numbers. Mission verification will include, as a minimum, passenger manifest, crew assignments, and place of pickup and delivery.

(4) Contact TRADOC Flight Coordinator with skids-up time 30 minutes prior to aircraft departure from Felker AAF for final coordination for TRADOC missions supported.

(5) Position aircraft at pickup point 30 minutes prior to scheduled departure time. Notify TRADOC Flight Coordinator of skids-up time when aircraft departs Felker AAF.

(6) Brief aircraft crew to contact Langley Air Force Base (LAFB) as soon as possible prior to landing at Fort Monroe.

(7) Notify the TRADOC Flight Coordinator of any changes in scheduled rotary-wing missions due to flight difficulties or weather problems during duty and non-duty hours.

f. Fort Eustis flight scheduler will —

(1) Process administrative flight requests for travel on the TRADOC shuttle. Submit TRADOC Form 36a for each flight requested prior to 1600 on the day before the flight departs.

(2) Fully brief all personnel visiting the Washington, D.C., area as prescribed in paragraph 4c(3).

(3) Notify personnel concerning flight changes or cancellations.

(4) Ensure civilian employees are traveling on orders issued by proper authority.

(5) Ensure all passengers scheduled on TRADOC shuttle check in at the appropriate airfield not later than 30 minutes prior to the scheduled take-off time.

g. TRADOC Liaison Officer, Pentagon will —

(1) Provide ground transportation in the Washington, D.C., area, as appropriate. Ground transportation requirements will be provided by the TRADOC Flight Coordinator.

(2) Receipt for and dispatch TRADOC pouch of priority documents in support of HQ TRADOC.

(3) Appoint a responsible individual who will scrutinize administrative flight requests for travel on the TRADOC shuttle to and from the Washington, D.C., area. Liaison Office flight scheduler or alternate flight scheduler will be the only POCs between personnel assigned in the Washington, DC., area and the Flight Section, Protocol Office, for flight scheduling.

(4) Provide TRADOC Flight Coordinator, in writing, listings of personnel traveling on the TRADOC shuttle scheduled by the TRADOC Liaison Office. Transmit listings via TRADOC pouch.

5. Policy. Military aircraft are to be used only in the performance of official duties in the strictest interpretation of current regulations. In addition, military aircraft will be utilized only when it is more cost effective than commercial air or when the use of military air is considered to be mission essential.

6. Administrative instructions.

a. General.

(1) All passengers will check in at the appropriate airfield not later than 30 minutes prior to the scheduled

take-off time. If a change in schedule requires a change in the take-off time, passengers or their staff representatives are responsible for notifying the TRADOC Flight Coordinator, who in turn will notify the aircraft crew.

(2) Under current provisions, military personnel can travel in uniform or civilian clothes on Army aircraft.

(3) The TRADOC Liaison Officer, Pentagon, room 2B725, extension 72588, will coordinate flights and courier service for personnel in the Washington, D.C., area.

(4) All personnel visiting the Washington, D.C., area are required to contact the TRADOC Liaison Office at the Pentagon to provide a POC and telephone number. When personnel are traveling aboard military aircraft, they are further required to contact the TRADOC Liaison Office at least 1 hour prior to designated pickup time to confirm ground transportation.

b. Exceptions to policy. Process all requests for exception to policy through the Flight Section, Protocol Office.

c. TRADOC shuttle to Washington, D.C., area. A fixed-wing shuttle service operates daily, Monday through Friday, except holidays, as shown in figure 6-1:

(1) Make requests for shuttle travel through designated flight schedulers.

(2) Ground transportation in support of the shuttle will be provided from Davison AAF to the Pentagon and

**Langley Air Force Base (LAFB) Departures
Monday, Tuesday, Wednesday, and Friday**

Show Time	Depart LAFB	Arrive Davison AAF	Arrive Pentagon
0600	0630	0725	0800
0800	0830	0925	1000
1530	1600	1655	1730

Thursday

0600	0630	0725	0800
1230	1300	1355	1430
1530	1600	1655	1730

**Davison Army Airfield (AAF) Departures
Monday through Friday**

Depart Pentagon	Depart Davison AAF	Arrive LAFB
0630	0740	0825
1415	1500	1545
1615	1710	1755

Figure 6-1. TRADOC shuttle schedule

return from the Pentagon to Davison AAF. DOD bus and Metro service will be utilized by personnel in the Washington, D.C., area. Arrangements for transportation to and from destinations not serviced by DOD bus or Metro service will be made through the designated flight schedulers and the Flight Section, Protocol Office.

(3) Due to shuttle scheduling limitations, diversions of aircraft flight pattern cannot be made.

d. Space-available transportation on U.S. Army aircraft. Space-available passengers (personnel provided unused spaces on military aircraft after all space required passengers have been accommodated) will be provided transportation on military aircraft as follows:

(1) Space-available passengers will contact the TRADOC Flight Coordinator or the Virginia Flight

Detachment Operations Office for information about flights and space available on Army aircraft. After duty hours, obtain information concerning available space from the TRADOC Flight Coordinator or the Virginia Flight Detachment Duty Officer.

(2) Space-available passengers will not be accepted on aircraft scheduled for general officers without approval of the TRADOC Flight Coordinator.

(3) The Virginia Flight Detachment will inform the TRADOC Flight Coordinator of space-available travelers scheduled by the Virginia Flight Detachment.

(4) Space-available passengers can travel in uniform or civilian clothes.

Appendix A

Instructions for Preparing HQ TRADOC Form 36a (OSA Request-Shuttle/Rotary Wing)

A-1. Purpose. This appendix provides instructions for completing HQ TRADOC Form 36a (OSA Request-Shuttle Rotary Wing).

A-2. Format. Prepare this request on HQ TRADOC Form 36a. See sample at figure A-1.

A-3. Instructions.

a. Flight schedulers will submit flight requests by 1600 prior to close of business of the day before mission is to be flown.

b. Specific instructions for preparing HQ TRADOC Form 36a:

<i>Item</i>	<i>Instructions</i>
1.	Purpose of TDY.
2.	Enter last name, first initial, grade, and SSN of passenger.
3.	Enter destination and meeting times, beginning and ending.
4.	Enter date and time of requested departure. This is a wheels-up time for the aircraft. Use local time (EST or EDT, as appropriate). Enter name and phone number of POC at destination point.
5.	Enter date, time, and place of pickup. This is a wheels-up time for the aircraft. Use specific place of pickup; e.g., Pentagon.
6.	Enter baggage weight/passenger weight.

NOTE: Upon completion, HQ TRADOC Form 36a is signed by requestor, senior traveler (when required), and authorizing official. HQ TRADOC Form 36a can be forwarded via E-mail to the Flight Section, Protocol Office. Actual signatures are required for general officers and civilian equivalents.

OSA REQUEST-SHUTTLE/ROTARY WING

AUTHORITY: 10 USA 8012 and EO 9397

PRINCIPAL PURPOSE: To aid in accurate identification of personnel participating in the filed flight.

ROUTINE USE: To provide data required to process flight plans and appropriate air traffic service authorities.
A file is retained by the agency processing the flight plan.

DISCLOSURE: Voluntary; however, failure to provide the SSN could result in denial of flight plan processing.

Office Symbol ATCS-P

Date 5 Jul 95

TO: Flight Coordinator:

FROM: Protocol Office, HQ TRADOC

Purpose of TDY: Attend FAA Coordination Committee Meeting

Exception/Remarks:

Flt Sect Use:

Pax Name, Grade, SSN	Destination	Date/Time Departure	Date/Time/Place of Pickup/ Contact/Tel	Bag/Wt Pax Wt
J. Doe, LTC, 111-11-111	Pentagon	5JUL95/0630	5JUL95/1500/Pentagon/LTC Jones/	10/150
		(0830-1330)	DSN227-1111	

The travel policy requirements of Deputy Secretary of Defense Memorandum, subject: DoD Policy on the Use of Government Aircraft and Air Travel, 9 May 95, have been met. Y/N Y

Requestor Signature

Sr Traveler Signature
(when required)

Authorizing Official
Signature

Appendix B

Instructions for Preparing HQ TRADOC Form 36b (OSA Request-Special Mission)

B-1. Purpose. This appendix provides instructions for completing HQ TRADOC Form 36b (OSA Request-Special Mission).

B-2. Format. Prepare this request on HQ TRADOC Form 36b. See sample at figure B-1.

B-3. Instructions.

a. Flight schedulers will submit flight requests by 1600 prior to close of business of the day before mission is to be flown.

b. Specific instructions for preparing HQ TRADOC Form 36b:

<i>Item</i>	<i>Instructions</i>
1.	Enter originating office.
2.	Enter date of requested travel, departure airport, departure times (required arrival time and earliest times passenger can depart), destination airport, arrival times (required time and desired time of departure).
3.	Enter purpose of travel and reason if times are not flexible.
4.	Enter commercial air schedule/fare (if known), and justification why commercial air is not appropriate.
5.	Enter passenger manifest, which includes last name, first initial, grade or rank, SSN, baggage weight, and weight of passenger.
6.	Enter name and phone number of POC at destination.
7.	Self-explanatory.
8.	Self-explanatory.
9.	Place an X in appropriate statement that applies to mission request.
10-12.	Self-explanatory.

NOTE: Upon completion, HQ TRADOC Form 36b is signed by requestor, senior traveler, and authorizing official. HQ TRADOC Form 36b can be forwarded via E-mail to Flight Section, Protocol Office. Actual signatures are required for general officers and civilian equivalents.

Glossary

AAF	Army airfield	OSA	Operational Support Airlift
DOD	Department of Defense	POC	point of contact
HQ	headquarters	PUJC	Priority Urgency Justification Category
LAFB	Langley Air Force Base	SSN	social security number
NCO	noncommissioned officer	TDY	temporary duty
		TRADOC	U.S. Army Training and Doctrine Command

OSA REQUEST - SPECIAL MISSION

AUTHORITY: 10 USA 8012 and EO 9397

PRINCIPAL PURPOSE: To aid in accurate identification of personnel participating in the filed flight.

ROUTINE USE: To provide data required to process flight plans and appropriate air traffic service authorities.
A file is retained by the agency processing the flight plan.

DISCLOSURE: Voluntary; however, failure to provide the SSN could result in denial of flight plan processing.

1. Unit/Section to be supported: Staff Section

2. Mission (List times in local time for each location)

Date	Departure Airport	TIME*		Dest Airport	ARRIVAL TIME	
		Req'd	Early		Desired	Req'd
1 Jun 94	Langley	0830	0630	Andrews AFB	0930	1100
1 Jun 94	Andrews AFB	1500	1500	Langley	1600	1800

*Earliest departure time is the earliest time the passengers can be available for departure and must be a minimum of 2 hours prior to requested departure time.
Desired arrival time must be a minimum of 2 hours prior to required arrival time (IAW AR 95-1). If time constraints preclude the 2 hour "window," explain below.

3. Reason for mission and why times cannot be altered: Attend FAA Coordination Committee Meeting 1145-1400 hours

4. a. Commercial Air Schedule/Fare (if known): Dep Norfolk 0700, US Air 102; Arr Nat'l 0800; Dep Nat'l 1820 US Air 103, Arr Norfolk 1920/\$185

b. Justification why commercial air is not appropriate: Mission can be accomplished via commercial air schedule

5. Passenger manifest: Senior passenger Rank/Name: COL Jones

Name	GR/RK	SSN	INDIV/WT	BAG WT
W Jones	COL	111-11-1111	185	40
M Smith	GS12	222-22-2222	160	40

6. Point of contact:

	RANK/NAME	DUTY PHONE (DSN)	AFTER DUTY HOURS PHONE (COMM)
DEPARTURE	LTC Baker	680-3333	840-727-7777
ARRIVAL	LTC Roberts	227-2588	703-827-9999

NOTE: The listed individual(s) must be able to contact passengers before departure and upon arrival. In event of aircraft/weather problems, the POCs will be notified of delay or cancellation.

7. Cargo Type: NA

8. Largest/heaviest item:

a. Length _____ b. Height _____ c. Width _____ d. Weight _____

e. Cargo handlers will be provided at departure and arrival location to on and offload cargo:

_____ YES _____ NO _____ N/A

f. Special cargo certification/handling, requirements have been met:

_____ YES _____ NO _____ N/A

9. Select the appropriate requirement that applies to your mission request:

_____ Emergency airlift in direct support of operational forces or for lifesaving purposes.

_____ Airlift with scheduling constraints that cannot be satisfied by any other mode of transportation other than military air.

☒ Official airlift which can be shown cost effective when supported by MilAir.

☒ YES _____ NO The travel policy requirements of Deputy Secretary of Defense Memorandum, subject: DoD Policy on the Use of Government Aircraft and Air Travel, 9 May 95, have been met.

10. REQUESTER:

SIGNATURE: _____

PRINT/TYPE NAME/RANK: _____

ORGANIZATION/DUTY PHONE: _____

11. AUTHORIZING OFFICIAL:

SIGNATURE: _____

PRINT/TYPE NAME/RANK: _____

ORGANIZATION: _____

DUTY PHONE: DSN/COMM: _____

AFTER DUTY PHONE: _____

12. SR FEDERAL TRAVELER:
(Signature may not be delegated):

SIGNATURE: _____

PRINT/TYPE NAME/RANK: _____

ORGANIZATION: _____

OSA VALIDATOR:

REQ DET _____ PUJC ASSIGNED _____

MISSION # _____

JATE _____

REMARKS _____

FOR THE COMMANDER:

OFFICIAL:

JOE N. BALLARD
Major General, GS
Chief of Staff

A handwritten signature in black ink, appearing to read "William M. Guerra". The signature is fluid and cursive, with the first name "William" and last name "Guerra" clearly distinguishable.

WILLIAM M. GUERRA
Colonel, GS
Deputy Chief of Staff
for Information Management

DISTRIBUTION:
H1
Cdr, USATCFE (ATZF-PTA)

Copies furnished:
H2
Cdr, OSAC